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Approved For Release 2005/06/22 : CIA-RDP78-03568A001000160060-7

JUL 23 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Transfer and Reclassification of Positions
within FI/[]

1. The subject request involves the transfer within FI []
[] of five positions from the [], three positions
being assigned to the [], one to the []
[] and one to the Office of the Chief (Tab A).

2. The Assistant Director for Personnel has approved the
requested reclassification of the positions (Tab B).

3. The Chief, Budget Division certifies that sufficient
funds are available (Tab C).

4. It is recommended that the request be approved as
submitted.

[]
O&M Examiner []

Attachments:

Tab A - Transfer and Reclassification
of Positions.

Tab B - Approval by AD/P.

Tab C - Funds available by Budget.

APPROVED:

JUL 23 1954

Date: []

[]
Chief, Management Staff

DISTRIBUTION:

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1 - Comptroller

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SECRET*Office Memorandum* • UNITED STATES GOVERNMENT

Chief, Management Division

~~Chief, Classification and Wage Division~~

DATE: 24 May 1954

25X1 TO : Chief, FI []
Via : Chief, DD/P Admin

25X1 FROM : Chief, FI []

25X1 SUBJECT: Requested T/O Changes, FI []

25X1 In accordance with recent discussions between the Chief, FI []
and Chief, FI, concerning ways of increasing the capabilities
of [], your assistance is requested in the reallocation
and re-grading of certain slots on the [] Table of
Organization. The changes requested and reasons therefor
are set forth below:

25X1 1. Slot No. BV-532, [] to be transferred
to [] to accommodate a Deputy Chief for
that Branch. The slot should also be raised to GS-14.
The individual chosen to occupy this slot will act in all
respects as Deputy to the Chief of the Branch and will
act in his stead during temporary absences.

25X1 2. Slot No. BV-532.01, [] to be
transferred to the [] and raised to GS-13.
This slot will be used for an additional officer to conduct
"direct procurement" operations, as a part of the unit
headed by []

25X1 3. Slot No. BV-533, [] to be transferred
to the [] and raised to GS-13. This slot
will be used for an additional officer with experience
in the field of Special Intelligence to assist in the
planning and supervising of Special Intelligence Procurement
operations. Personnel with the required experience,
background and specialized knowledge are not available
at a lower grade.

25X1 4. Slot No. BV-533.01, [] to be
transferred to [] and raised to
GS-14. This slot will be used to accommodate a Deputy Chief
for that Branch. The individual now acting in that
capacity is presently carried on the T/O of another staff.
He acts in all respects as deputy to the Chief of the Branch
and acts in his stead during temporary absences.

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5. Slot No. BV-533.02, [] to be transferred to the Office of the Chief and raised to GS-12 to accommodate an employee who is being made available to [] by the Security Office to handle all of the varied security problems of this staff, including clearances.

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Personnel are available to fill all of the above slots as soon as adjustments in the grades are made.

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MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Requested T/O Changes, FI []

REFERENCE : Memorandum from Chief, FI [] to
Chief, Classification and Wage Division,
dated 24 May 1954, Subject: Requested T/O
Changes, FI []

25X1

25X1

The Office of Personnel approves the classification
of the following proposed positions:

IO (FI) [] GS-0136.51-14
IO (FI) [] GS-0136.51-13
IO (FI) [] GS-0136.51-13

IO (FI) [] GS-0136.51-14

Office of the Chief

Security Officer

GS-1810.01-12

George E. Meloon
George E. Meloon
Deputy Assistant Director for Personnel

Enclosure:
As Stated

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of the Management Staff

DATE: 19 JUL 1954

FROM : Chief, Budget Division

SUBJECT: Requested T/O Changes, FI []

1. Reference is made to the memorandum from the Chief of FI [] to the Chief, Management Staff, dated 24 May 1954, same subject.

2. This office has made the following assumptions with reference to this request:

a. That approval of the request will be granted by 1 August 1954.

b. That personnel transfer actions will be initiated promptly and that charges against these filled positions will appear on the payroll run of [] for the period 28 August - 11 September 1954.

c. That, upon the advice of FI Staff, the incumbents will be in the following grades, for the remainder of the current fiscal year:

<u>Slot No.</u>	<u>Grade</u>	<u>Cost</u>
BV-532	GS-14	\$8,049
BV-532.01	GS-12	5,903
BV-533	GS-13	7,010
BV-533.01	GS-14	8,049
BV-533.02	GS-11	5,484
		<u>34,495</u>

The cost of these positions, figured at the base of the grade for 21.8 pay periods, as shown above, amounts to \$34,495.

3. The going payroll costs, as of the end of FY 1954 for the [] where projected for FY 1955, totals \$409,500. In addition, [] plans to fill 23 presently authorized but

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